

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of February 19, 2014

Trustee Members Present: Stephanie Squicciarini, Mary Ellen Jones, David Heffer, Fran Manion

Excused: Joseph Genier, Elaine Cole, Jack Herrema

Others Present: Terry Buford, Library Director; Ann Ryan, Friends Liaison; John Perticone, Town Board Liaison

Meeting Called to Order: 7:00 pm

Agenda: Approved

Public Input: None

Board Correspondence and News: We received a letter from Ann Ryan and the Friends thanking us for our contribution to the Friends Walk.

We received an email from Carol Herring who is with the Irondequoit Concert Band and the Arts Council. She asked what voice they would have in the planning of the new library. I told her about the meeting at the Town Hall on February 25 and referred any further questions she might have to Terry or to my email.

We received an email from an elevator company wanting to clean our elevators. I referred him to Terry.

Approval of Board Minutes: Approved with correction.

Vouchers: 2013 approved. 2014 approved.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, February 19, 2014

1. Library System News

- Implementation of the system banning policy for dealing with ill-behaved customers has been delayed due to questions from the Monroe County legal department.

2. Town News

- Construction meetings continue. They are now scheduled for every Wednesday morning at 9.

- Town board got to meet the candidates for library project architect and construction manager at the workshop meeting on Thursday, February 13.
- We are working with the Police Department on 2 projects. Evans Branch will host a “Coffee with the Chief” community meeting with Police Chief Tantalo where he will invite residents to come in and chat or ask questions about anything related to the IPD. We are also working with Community Relations officer Andrew Whittaker to help get information about the IPD to residents. Our staff will be handing out bookmarks prepared by the IPD. They have personal safety tips as well as directions on learning more about what happens in town relating to law enforcement. The IPD now offers information for residents through Facebook and Twitter as well as daily email updates and an online crime report database.
- In a department heads meeting Supervisor Bello outlined changes he will make to the budget process relating to what information he wants departments to include in their budget presentations and requests. The good news is that we have already been doing most of it for many years. He wants to see descriptions of departmental functions, accomplishments from the past year, statistical measurements of departmental performance, and department objectives for the next year.

3. IPL News / Facilities report

- Amy Holland, Children’s Librarian from Evans Branch and I attended the Irondequoit Rotary Club meeting where we were presented with a check for \$2,000 to support IPL’s pre-literacy efforts. The money will be used to purchase a pre-literacy workstation for Evans Branch and pre-literacy kits for parents and caregivers to borrow and use away from the library.
- I met with incoming board Treasurer Fran Manion to discuss our budget, the town’s budget process and the library’s financial situation.
- Minor electrical repairs were performed at both branches. Plumbing problems were repaired at McGraw Branch.
- The automatic door opener at Evans has been replaced.
- The automatic door opener at McGraw was repaired.

4. IPL Personnel Report

- No new information to report.

5. Financial Report

- Vouchers of note: 2013 invoices. #432, Monroe Piping, repairs to the McGraw Branch boiler pump system. 2014 invoices (January and February). #3 All Doors& Glass, for replacement of Evans Branch ADA door opener; #4, Alliance Door, repairs to McGraw front door and opener; #25, MCLS, for barcoded borrower cards and Licensing for public showings of movies.

- Financial report: 2013. The closeout of 2013 is drawing near as the Comptroller's office tries to have everything settled by March. Many of the pending large expenses from 2013 we were waiting on to be processed have now been deducted from the expense side. Last month we were running an unrealistic surplus of \$190,000. That has now been reduced to an estimated surplus of \$31,400. Subtracting the 4 invoices being paid tonight brings the 2013 surplus down to approximately \$29,500.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

Jan 21 – Town Department Head Meeting
Jan 22 – Meeting with Kiwanis Club to discuss new library project
Jan 23 – Construction manager interviews at town hall
Jan 28 – Library Foundation meeting with Kathy Nixon
Jan 29 – Architect interviews at town hall
Jan 29 – Rotary meeting with Amy Holland to receive \$2,000 check for pre-literacy project
Feb 5 – MCLS Director's Council
Feb 7 – Library construction meeting
Feb 12 – Library construction meeting
Feb 17 – Library staff meeting
Feb 19 – Library construction meeting
Feb 19 – Department heads

Terry Buford, Library Director

President's Report: I attended a meeting with Kathy Nixon to discuss fundraising. The Chamber of Commerce meeting will highlight the new library.

Committee Reports:

Board Planning: No report

By-Laws: No report

Facilities: This report will be given in New Business.

Contract Negotiations: No report

Budget: Fran and Terry met and discussed the processes and documents relating to the budget.

Fundraising: The barbecue is coming along well. I had a meeting with Mike and have had two proposals from Tipping Point. Donna Pecora agreed to help with the vendors booths. The Chamber of Commerce is interested in doing a Shop Irondequoit night. We have two bands lined up for the barbecue; 'Inside Out' and 'Mr. Mustard'. We have a half page, color ad in Images.

Director Evaluation: I have a meeting with Ann tomorrow. All documents will be transferred to Ann's computer and will be ready and published in less than two weeks.

Vision: We are meeting with Adam tomorrow at 10:00 am. An update will be sent out after the meeting.

Friends Liaison Report: The Friends had Mary Ellen Jones to a meeting as a liaison and John Perticone gave an update on the new library to the Friends. We had a discussion with Terry and Ann Bayley about the book sale and store but things remain up in the air. We will have our book sale beginning February 27th at Evans. It will continue through Saturday. We are doing a St. Patrick's Day party with Amy Holland at Evans on March 6th. The event to replace the Friends 'Walk' will be a 'Friends Fun Fest' at the Town Hall and will include a 'Trunk' sale. This event will take place on May 3rd from 10 to 3.

Foundation Report: A meeting was held on the 28th which I was not able to attend. I got a synopsis from Kathy. It was decided we would not hire a PR person for the fundraiser because of the expense. We discussed data base software. I will be the point person for the data base software. Kathy advised us not to do bricks because of the upkeep. We need a case statement as to why people should donate to the library. Peter Kelderhouse has been invited to give us an update. Robert Smith is now our Foundation treasurer. He also has access to our website.

Town Board Liaison Report: The Aldi store has been approved on Hudson Avenue; we will also be getting a Starbucks and a Chipotle as well as the new yogurt place. We have approved a design and construction manager for the new library. On Friday we will have a finance meeting with bond people and the financial advisor to find out our next steps. Last Tuesday we held a meeting regarding the 4th of July festival. A deputy DPW Commissioner will be hired; this will be approved tomorrow night. We will bring on the design teams tomorrow night. We will meet about promoting the sale of McGraw.

Old Business:

New Library:

Meeting room policy and reservations: We are still working on this.

Staff realignment and scheduling: Not addressed

Sunday hours and compensation: Not addressed

Holidays and festivals on the library campus: There is no information about any problems regarding these activities.

New Business:

New Library – Next Steps:

March – building design shell

April – site and utilities

May – moving earth

July – interior details

August – job will be bid

We will be investigating geothermal for new library HVAC. We are meeting every Wednesday.

The ‘Thank You Voters’ sign will be changed to reflect forward movement and become the construction site sign listing contractors, etc.

A motion was made to reschedule the June library board meeting from the 18th to the 11th. Approved.

Board President’s Remarks: Thanks to everybody. I am looking forward to the next 18 months and a thank you to the library staff for all their patience.

Adjourned: 8:55 pm

Respectfully submitted,

Eileen Hayes-Power

For Board Secretary Elaine Z. Cole